

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <h3 style="text-align: center;">~ <u>OKINAWA WIDE</u> ~</h3>		広報番号 : Announcement No.	OKI-USNH-010-09
		募集締切日: Closing Date	30 Mar 09
		発行日: Date of Issue	19 Mar 09
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) <p style="text-align: center;">File Clerk, #0075 ファイルクラーク</p>		募集人数 No. of Recruitment <p style="text-align: center;">1 名</p>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) <i>Current USFJ Employees in Okinawa ONLY</i>
<input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical			
2.部隊 Activity: U.S. Navy Hospital, Okinawa Directorate for Administration Patient Administration 勤務場所 Working Place: Camp Lester		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent ***** 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません Submitted applications will not be returned. *****	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hrww) 勤務日 Work Days: MON-FRI 勤務時間・休憩 Work Hours/Recess Period: 0730-1630/1200-1300 <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached.			
7.資格要件/身体条件 Qualification/Physical Requirements Basic Requirement: a. At least one year of general work experience or completion of 2-years junior college/2-years of technical school or 4-year degree in any field. In addition to the Basic Requirement, applicant: b. Must have the ability to communicate in English both orally and written. (LAD 2 or above) c. Must have the ability to use PC and related soft ware (Word & Excel). d. Must have the ability to conduct independent research of directives, roles and regulations. e. Must have background in clerical or administration and filing/tracking of materials. Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : No		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
*印の記入は <input checked="" type="checkbox"/> 英語で English * <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil <input checked="" type="checkbox"/> 英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy). <input type="checkbox"/> 日本政府発行の普通自動車運転免許証の写し Copy of GOJ ordinary Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use

担当部署／担当者名 POC POC: MS. KYAN DSN:634-6717	通勤圏内 MLC/IHA 従業員：嘉手納基地内 Bldg#3596 海軍人事課、キャンプフォスター内 Bldg# 4 9 0 AAFES 人事課、又はキャンプフォスター内 Bldg# 4 9 5 海兵隊人事課にて受け付けています。 Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster.	
		PD is accurate and current. Certified by Activity
		HRO

TASK LIST

1. Sorts out daily cumulative reports. Files loose outpatient medical documents in respective medical records/charge-out forms. 50%
2. Researches and mails loose medical documents to sponsor's new duty station. Requests and sends replies for the DD Form 877 (Request for Medical and Dental Records). 10%
3. Registers patients into Composite Healthcare System and verifies correctness of patient information. 10%
4. Checks records in/out for patient appointments. 10%
5. Makes new outpatient records for newborns and verifies medical records in accordance with Manual of the Medical Department, Chapter 16. 20%
6. Performs other related or incidental duties as assigned.